



# Transaction Specialist I

**OUR MISSION...** To advise, guide and maximize Georgia's real estate portfolio by applying industry best practices in asset, space and transaction management.

Georgia State Properties Commission (SPC) is responsible for the acquisition and disposition of all State owned real property and all real property interests. Additionally, SPC provides leasing assistance to State entities in the location of State owned or commercially owned space.

## Job Information

**Job Type:** Full-Time

**Number of Vacancies:** 1

**Pay Grade:** 16

**Hiring Salary Range:** \$39,038.32 - \$53,728.30

**Location:** Atlanta, GA

**Opens:** June 2, 2014

**Closes:** June 18, 2014

(Must be received by 5 p.m.)

Obtain the detailed job description or applicants who require accommodations for the application process should contact

404-463-5658 or e-mail

[hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

SPC will attempt to meet reasonable accommodation request whenever possible.

## INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to: [hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email: [Transaction Specialist I](#)



**Website:** [www.gspc.ga.gov](http://www.gspc.ga.gov)

## Position Overview

**Duties:** Under general supervision of the Leasing Section Manager (LSM), is responsible for the management of all activities related to the acquisition of leased space for the benefit of the State of Georgia and its related agencies and for negotiating and renegotiating approximately 2,000 statewide leasing contracts. The Transaction Specialist (TS) I must have:

- General knowledge of real property practices in the State of Georgia. *(This includes engaging the right brokers, lawyers and other professional representatives, following State mandated policies and practices, real estate industry common practices and contract procedures, market analysis, project management and planning principles for various types of highly complex real property deals and projects).*
- General knowledge of lease negotiations policies and practices, leasing contract procedures, space management practices, market analysis, and planning principles for various types of highly complex real property functions, operations, and projects.
- General knowledge of leasing practices, negotiations, public administration, and project management.

**Minimum Qualifications (Agency Specific):** Completion of a degree in Business Administration or related field combined with two (2) years of experience in negotiating, reviewing, drafting or managing leases. OR Completion of a degree in Business Administration or related field combined with three (3) years of project management experience related to the acquisition of leased or owned space.

**Competencies:** Strong organizational and analytical skills with ability to interact with landlords, agencies, contractors, and co-workers in an articulate, courteous and professional manner at all times. Knowledge of real property law, state law that regulates many aspects of tenant/landlord relationships and associated lease documentation, leasing practices, accounting, finance, public administration, budget preparation and office operating procedures. Excellent written and verbal communication skills and ability to work independently to manage multiple leases & locations while meeting strict deadlines in a fast paced environment. Problem solving skills are essential and attention to detail with ability to work quickly with changing priorities. Must be a team player with initiative and flexibility. Proficient in the use of Microsoft Office.

If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. SPC will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

**Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.**

This position is subject to close at any time once a satisfactory applicant pool has been identified.

SPC is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion or disability.

